

# **Constitution of the School of Science and the Environment**

(Approved by the School Council December 8, 2016; amended from feedback of the senate submission and no objections from the School on January 9, 2017)

## **Preamble**

The School of Science and the Environment (the School) was established on September 1, 2016 as one of three schools with a decanal structure at Grenfell Campus. This constitution provides the fundamental principles for governance of the School of Science and the Environment. These principles form the foundation for the meetings of Academic Council, the By-Laws, the Strategic Plan, and all other guiding documents developed and implemented by the School.

## **1. Function**

The function of the Academic Council of the School of Science and the Environment (the Council) is to approve, for recommendation to Senate, all regulations, courses and programs of the School of Science and the Environment, and to discuss and make recommendations on any other academic matters affecting the School.

## **2. Membership**

**The voting membership of the Academic Council shall be:**

- i) The Dean of the School and all persons in the School of Science and the Environment who are considered "Academic Staff Members" (ASM) as used by the current MUN-MUNFA Collective Agreement.
- ii) Two undergraduate students to be nominated by the Grenfell Campus Student Union (GCSU). The tenure of office for students shall be one year, and the student members are eligible to be nominated and serve one additional year. Only students who are registered full time in a program within the School of Science and the Environment and have completed at least 60 credit hours of courses will be eligible to serve.
- iii) One graduate student to be nominated by the Grenfell Campus members of the Graduate Student Union (GSU). The tenure of office for students shall be one year, and the student members are eligible to be nominated and serve one additional year. Only students who are registered full time and who are beyond semester 1 of their programs will be eligible to serve.
- iv) One post-doctoral fellow to be appointed by that group. The tenure of office for a post-doctoral fellow shall be one year.
- v) Up to three representatives from staff, two of whom shall normally be nominated from the pool of Laboratory Instructors (LI) and Instructional Assistants (IA), and one from other staff in the School.
- vi) One representative from among those persons currently teaching at least one semester course in the School to be appointed in a manner determined by that group.

vii) Others whom the Academic Council may decide to admit as voting members.

**The non-voting membership of the Academic Council shall be:**

- i) The President, Vice-President (Grenfell Campus), Associate Vice-President (Academic), Associate Vice-President (Research), Registrar, Dean of Graduate Studies, or delegates for these positions.
- ii) The Grenfell Campus Associate University Librarian (or delegate) and the Director of Student Services and Retention (or delegate).
- iii) Adjunct Professors and cross-appointed members of the School.
- iv) One member from the community or alumni engaged in relevant activities with members of the School and nominated by a member of the Council. The tenure of office would be one year and eligible to serve one additional year.
- v) One representative from each of the School of Fine Arts, School of Arts and Social Science, and the Western Regional School of Nursing (WRSON) to be appointed by their respective Academic Councils.
- vi) Others whom the Academic Council may decide to admit as non-voting members.

### **3. Committees**

The Academic Council shall establish standing committees as it deems appropriate and determine the terms of reference for each committee.

The Dean shall establish other types of committees as he/she deems appropriate and determine the terms of reference for each committee.

### **4. Officers**

The officers of the Academic Council shall be the Dean as Chair, an elected Vice-Chair, and an elected Secretary. Call for nominations for the vice-chair shall be made at the same time as the call for nominations for the standing committees. Nominations shall be received by e-mail before the first council meeting, or from the floor at the first meeting, and an election (if necessary) would follow.

### **5. Meetings**

Meetings of the Academic Council shall be held as stated in the By-laws and 35% of the voting membership of the Council shall constitute a quorum.

### **6. By-Laws**

By-Laws may be introduced and amended only at a regular meeting of the Academic Council, by a two-thirds majority of those present and voting, providing that the proposed By-Law or amendment has been submitted in writing and circulated to all members not less than fourteen days prior to the meeting.

## **7. Amendments to the Constitution**

Recommendations for amendments to the Constitution shall be by two-thirds majority of those present and voting, providing that notice of the proposed amendment has been given at the previous meeting of the Academic Council and that the proposed amendment has been submitted in writing and circulated to all members not less than twenty-one days prior to the meeting of the Council. Changes to the Constitution require approval by the Senate and by the Board of Regents before they take effect.